

CONFIDENTIAL

Approved For Release 2004/12/01 : CIA-RDP80M00165A002900010074-2				POSITION NUMBER 0025	
3. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	DATE
A. PMCD	<i>Publications Typist</i>	<i>GS</i>	<i>0322.03</i>	<i>06</i>	<i>16 Apr 71</i>
B. INITIATING OFFICE	Publications Typist	GS	0322.03		
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION			
5. ORGANIZATIONAL LOCATION DCI-Office of the Director Departmental - Office of the Director Historical Staff		A. EMPLOYEE		C. OFFICE REPRESENTATIVE	
		B. SUPERVISOR			
7. DESCRIPTION OF POSITION					

I. DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Deputy Chief, Historical Staff, incumbent serves as a publications typist. The Historical Staff consolidates the record of the Agency's role in coordination of U.S. intelligence activities and the record of the Agency's independent operations, achievements, and functional development. Specifically, incumbent discharges such duties and responsibilities as follow:

A. Expends preponderance of working time in typing and proofing of drafts and finished copy of projects in the Historical Program. Typing is from edited copy with insertions, deletions and editorial corrections written or printed in various hands, colors, and symbols. Incumbent types materials in various formats and in adherence to Staff standards governing spellings, pagination, placement of footnotes, citations, tables, graphics, and the like, spacings, margins and other style factors. She must type rapidly with a minimum of retyping, detecting errors in copy and resolving them. The products are expected to be accurate as well as attractive. They include overall histories of the DCI area and components and specific related activities, disseminated to the Executive-Director Comptroller's office, staff and components in the DCI area, and the Historical Staff holdings, as appropriate. They may include historical writings originating in Intelligence or Support Services Directorates. Other products include research aids for Staff personnel and non-Staff historical writers in Agency components and materials such as the revised Agency Blue Book.

B. Types and proofs cards for the voluminous Historical Staff Source Index.

C. As required, types correspondence and administrative memoranda for Staff Affairs.

D. Performs miscellaneous office duties such as file maintenance, routing mail, receiving and referring visitors and phone calls, and the like. She mounts and laminates photographs, and maintains control logs and records as required. Operates office machines, including IBM Selectric Typewriter with a type font.

E. Performs related duties as required.

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II. SUPERVISION AND GUIDANCE RECEIVED:

Incumbent receives general direction from the Deputy Chief, Historical Staff. Work assignments and general guidance are from the clerical office manager and Senior Editor. Finished products are reviewed by the Staff Chief, Deputy Chief, and Senior Editor. Additional guidance is available from the Staff Style Manual and dictionaries and Staff Officers as required. Within the framework, incumbent operates relatively independently.

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				0331	
3. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS
A. PMCD	Historian	GS	0170.01	12	
B. INITIATING OFFICE					
4. ORGANIZATIONAL TITLE OF POSITION (If any)		6. CERTIFICATION			
		A. EMPLOYEE		C. OFFICE REPRESENTATIVE	
5. ORGANIZATIONAL LOCATION		B. SUPERVISOR		D. PM	
Office of the Director - Departmental - Office of the Director - Historical Staff					
7. DESCRIPTION OF POSITION					

I. DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Chief and Deputy Chief, Historical Staff, incumbent serves as the Staff historian in the Directorate of Science and Technology and as a major Staff liaison point with the Directorate's Historical Board Chairman, who is also designated the Directorate Historical Officer. The Historical Staff consolidates the record of the Agency's role in coordination of U.S. intelligence activities and the record of the Agency's independent operations, achievements, and functional development.

Specifically, incumbent discharges such duties and responsibilities as follow:

A. Engages in historical research and writing. Incumbent outlines the specific project; collects, reviews, and selects source materials from Records Center and other Agency holdings; organizes selected materials; and writes and rewrites drafts of histories from them, filling gaps in the records through contacts with knowledgeable persons involved in the events, for their recollections and references to other records. As appropriate, incumbent highlights key problems and controversies and how they were resolved. Incumbent utilizes judgement not only in selection of source and emphasis in writing, but also in determining when and with whom to coordinate. The historian prepares indexes, footnotes, and appendices containing such materials as pertinent regulatory issuances, notices, and agreements; biographic profiles of top key personnel; and charts, tables, and other graphics materials. The work product is the original, revised or expanded history of a Directorate Office or of the Directorate as a whole. Incumbent's products are reviewed for Directorate acceptance by the Directorate Historical Officer and the Executive Officer. Outlines and drafts are reviewed for substantive coverage, scope, and the like by the Chief and Deputy Chief, Historical Staff, and for adherence to style and format standards by the Staff Senior Editor. After these reviews, incumbent incorporates any revisions in final drafts of finished histories for reproduction and binding. Directorate histories are codeword-controlled, produced and edited outside the Staff working area. Overall Directorate histories are distributed to the Executive Director-Comptroller's area and the Office of the DD/S&T; Office histories to the latter and the Office of origin.

B. Assists the Directorate Historical Officer as appropriate, keeping him advised on Staff policies, procedures, requirements, activities and the like. After completion of the Staff "catch-up" phase in writing Agency histories (expected in June, 1971) when and as appropriate, incumbent will participate in planning, developing preliminary outlines for, and guiding and reviewing the work of Directorate writers in maintaining Directorate histories at a current level and in other historical work undertaken.

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C. Reviews data on progress of Offices' histories toward completions and prepares therefrom Quarterly Reports to the Historical Staff. Advises the Directorate Historical Officer of problem areas and seeks to remedy deficiencies through contacts with writers, by proffers of assistance, and the like.

D. Performs related duties as required.

II. SUPERVISION AND GUIDANCE RECEIVED:

Incumbent receives general supervision from the Staff Chief and Deputy Chief. For convenience of access, incumbent presently works apart from the Staff, within the Directorate of Science and Technology area. Staff editorial review of ^{sensitive} outlines and drafts is conducted within the Directorate confines. Drafts are reviewed at the top Directorate level and by the Directorate Historical Officer. Staff research aids and source card files are available for limited guidance. Further information is obtained from contacts with Directorate personnel at all levels and from appropriate Records Officers. Within this framework, incumbent performs relatively independently.

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